



City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Agenda Personnel Committee

Monday, October 7, 2024

5:30 PM

Council Chambers-Meeting is also available via
Remote Conferencing-Zoom

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

This meeting is being conducted both in Council Chambers at City Hall and via Zoom (www.zoom.com) to maximize opportunities for residents to attend. Those attending the meeting via Zoom who wish to give public input are asked to keep their microphone muted until public input is opened to improve audio quality for all attendees. Those using their phone to call in may hit *6 to mute and unmute themselves.

This meeting will be held in Council Chambers and also via remote conferencing software: www.zoom.com. Members of the public may call to listen in at 1-312-626-6799, Meeting ID: 839 6086 1541, Password: 886723. Those wishing to make public comment should email humanresources@manitowoc.org or call 920-686-6993 with their comment no later than 12:00 p.m. Central the day of the meeting.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc, or a standing committee of that body, may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order
2. Roll Call
3. Public Comment
4. Consent Agenda

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

REMOVAL OF CONSENT AGENDA ITEMS:

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

[24-1851](#) Approval of September 5, 2024 Personnel Committee Minutes

Attachments: [FINAL PC Meeting Minutes 09.05.24.pdf](#)

[24-1852](#) Review of Legal Fees Billed out Through September, 2024-Human Resources

Attachments: [_OUTSIDE LEGAL COUNSEL FOR HR Costs.pdf](#)

[24-1853](#) Monthly Report out on Health Plan

Attachments: [Med MER 0824 no hcc.pdf](#)

[24-1854](#) Report out of Human Resource's Office Initiatives October, 2024

Attachments: [HR Update October 2024.pdf](#)

[24-1855](#) Report out of City Attorney's Office Initiatives October, 2024

Attachments: [ATTORNEY'S OFFICE UPDATE OCT 2024.pdf](#)

5. Discussion and Action Items

[24-1856](#) Recommendations from USI for 2025 Benefit Plan

Attachments: [Memo Health Wellness Plan Recommendations 2025 to Personnel 10.07.2024.](#)
[10-7-24 PC meeting presentation on 2025 benefits updates.pdf](#)

[24-1857](#) Request for Resolution to Approve a \$2000 Transit Sign-on Bonus for Newly Hired Transit Drivers Effective from January 1, 2025 Through December 31, 2025

Attachments: [Transit sign-on bonus memo.pdf](#)

[24-1875](#) Request to Approve the Reclassification of the Mobility Manager Position for DPI (Transit) from Grade F to Grade G on the City of Manitowoc Compensation Plan

Attachments: [Sept 2024 Transit Mobility Manager Classification Review.pdf](#)
[2024 Comp Plan tracked changes Transit Mobility Manager for council approval](#)

[24-1890](#) Request to Approve Revised Job Description for Fire Department-Firefighter-Paramedic

Attachments: [Personnel Request Firefighter Memo 10.2024.pdf](#)
[Firefighter-Paramedic JD edits 10.1.24.pdf](#)

[24-1866](#) Request to Approve Revised Job Descriptions for Police
Department-Captain of Detectives, Captain of Patrol, and School
Resource Officer

Attachments: [Memo to personnel for JD changes 2024-PD.pdf](#)
[Captain of Detectives 10024.pdf](#)
[Captain of Patrol 10025.pdf](#)
[School Resource Officer 10181.pdf](#)

[24-1858](#) Discussion on Changes to the City of Manitowoc Compensation Plan
Maintenance

Attachments: [Compensation Discussion Item.pdf](#)
[Memo 2025 Compensation and Comp Structure Increases Policy.pdf](#)
[EPM language - Mayor Recommendations Comp Plan 10.2024.pdf](#)

[24-1892](#) Request to Authorize 2.9% Annual Increases for Employees Below 5-Year
Rate

Attachments: [Memo Request to authorize pay increases per EPM 10.2024.pdf](#)

[24-1860](#) Committee Budget Directives to the Mayor

[24-1861](#) Request to Approve the 2025 Seasonal Hiring Policy

Attachments: [2025 Seasonal Hiring Policy-Draft.pdf](#)
[Appendix A-Fair Labor Standard Act Qualified Seasonal Recreation Positions-2025.pdf](#)
[Appendix B-2025 Seasonal Payrates-Final Approved by Council-8-2024.pdf](#)
[Appendix C-List of acceptable Documents.pdf](#)
[Appendix D-Termination-Initiate a HR Action to Terminate employee in UKG-2025.pdf](#)

[24-1862](#) Request to Approve the Personal Protective Equipment (PPE) Policy

Attachments: [City of Manitowoc PPE Policy FINAL for Council approval 10.2024.pdf](#)

6. Convene in Closed Session

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The specific subject matter that may be considered in closed session is:

[24-1889](#) Manitowoc Firefighters Local 368 Appeal of the Chief's Decision

Regarding Secondary Employment

Attachments: [Personnel Committee Appeal Secondary Employment.pdf](#)

7. Reconvene in Open Session

[24-1889](#) Manitowoc Firefighters Local 368 Appeal of the Chief's Decision
Regarding Secondary Employment

Attachments: [Personnel Committee Appeal Secondary Employment.pdf](#)

8. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-686-6950 or the City's ADA Coordinator at (920) 686-6990 or e-mail cityattorney@manitowoc.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.